



Disciplinary Process for Primary Offenses

Investigation Phase

- Conduct a fair, objective and complete investigation. Consider all pertinent information and reconcile any conflicting statements.
- Investigate in a timely manner, either immediately after incident or after learning of incident.
- Confirm whether the investigation revealed substantial evidence or proof that the employee failed to meet performance expectations or has engaged in the alleged inappropriate conduct.

Schedule Disciplinary Hearing

- Schedule the disciplinary hearing at least three days in advance with the employee using the [Disciplinary Hearing Notification Form](#).
- Employees are allowed to submit information or evidence in advance of the hearing.
- Send a copy of the signed [Disciplinary Hearing Notification Form](#) to Jermie Howell, Personnel Director and Jeff Rich, County Attorney.

Disciplinary Hearing Process

- Do not meet with the employee alone. Have another supervisor or manager attend the hearing.
- Allow the employee to state their case and provide facts regarding the situation.
- End the hearing by letting the employee know that you will take all provided information into consideration and will let them know when a decision is made.

Disciplinary Meeting

- Complete the [Disciplinary Action/Termination Form](#) (if terminating, have the Personnel Director sign the form before meeting with the employee).
- Do not meet with the employee alone. Have another supervisor or manager attend the meeting.
- Inform the employee of your decision.
- If the employee is being suspended, inform them of their expected date of return.
- If the employee is being terminated, collect all issued equipment and keys.
- Send the signed [Disciplinary Action/Termination Form](#) to Personnel along with all information associated with this situation.